

**I. MODULAR/PANELIZED HOME PLAN AND SPECIFICATION ACCEPTANCE**

**A. Rural Development Instruction References:**

1. Definition [1924.4 (m)]: “Modular/panelized Housing: Housing, constructed of one or more factory-built sections, which, when completed, meets or exceeds requirements of one or more of the recognized development standards for site-built housing, and which is designed to be permanently connected to a site-built foundation.” The panels or modular unit(s) are shipped on a trailer bed or dolly and the dolly is not a permanent part of the structure. In contrast, a manufactured has the dolly or a steel frame around the base that is a permanent part of the structure.

**B. Acceptance Process**

1. Modular and/or panelized housing units should be reviewed and accepted on a case- by-case basis. All plan reviews and approvals for modular and/or panelized housing are to be done by the State in which the dwelling unit is to be located and not the State where they are manufactured.
2. Information required for acceptance from the manufacturer:
  - a) Name and location of organization, including titles and names of its principal officers.
  - b) The method of quality control during site installation.
  - c) Where and when applicable, a copy of the current HUD Structural Engineering Bulletin (SEB) or Letter of Acceptance (SLA).
  - d) A copy of the current factory inspection report made within 6 months by HUD or HUD-authorized agency.
  - e) Field manuals for site installation and/or set-up procedure.
  - f) Prior to construction the builder-dealer will provide the Agency and the applicant with a certified copy of the construction drawings. These drawings will include site plans showing utilities, grading, site improvements and reflect any changes to foundation designs needed to conform to the site.
  - g) Specifications or descriptions of materials using Form RD 1924-2, (HUD FHA Form 2005), “Description of Materials,” including sizes and grades of all building and finishing materials. All blanks should be filled, and additional sheets and equipment manufacturer’s brochures may be attached. Use an asterisk (\*) to denote all items of on-site construction that will be provided by the builder-dealer. Use N/A in any blank that is not applicable.
  - h) Written certification (RD Form 1924-25) that the thermal performance, construction drawings and specifications conform to the applicable Agency development standards for thermal, building and seismic design. The Agency’s standards are Model Energy Code for thermal and the voluntary national model building codes for single family construction adopted by the Rural Development State Office.
  - i) Any other pertinent information needed by the RD State Office.
3. Certifications required:
  - a) Certification by Manufacturer – Attachment 5, Exhibit B, RD Instruction 1924-A
  - b) Certification by Builder-Dealer – Attachment 5, Exhibit B, RD Instruction 1924-A